

To setup Microsoft Outlook as your mail client, please follow the steps below:

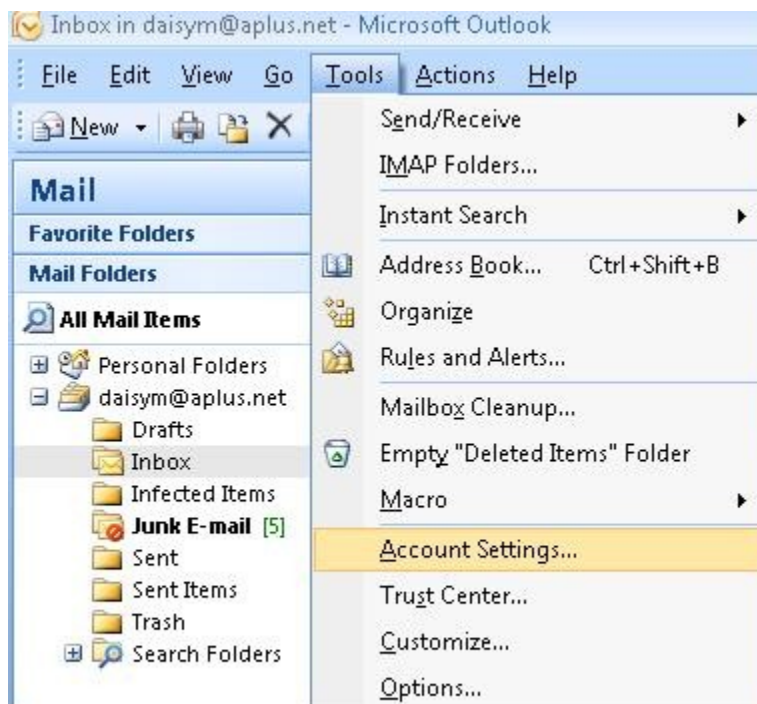
Example:

Email Address: user@yourdomain.com

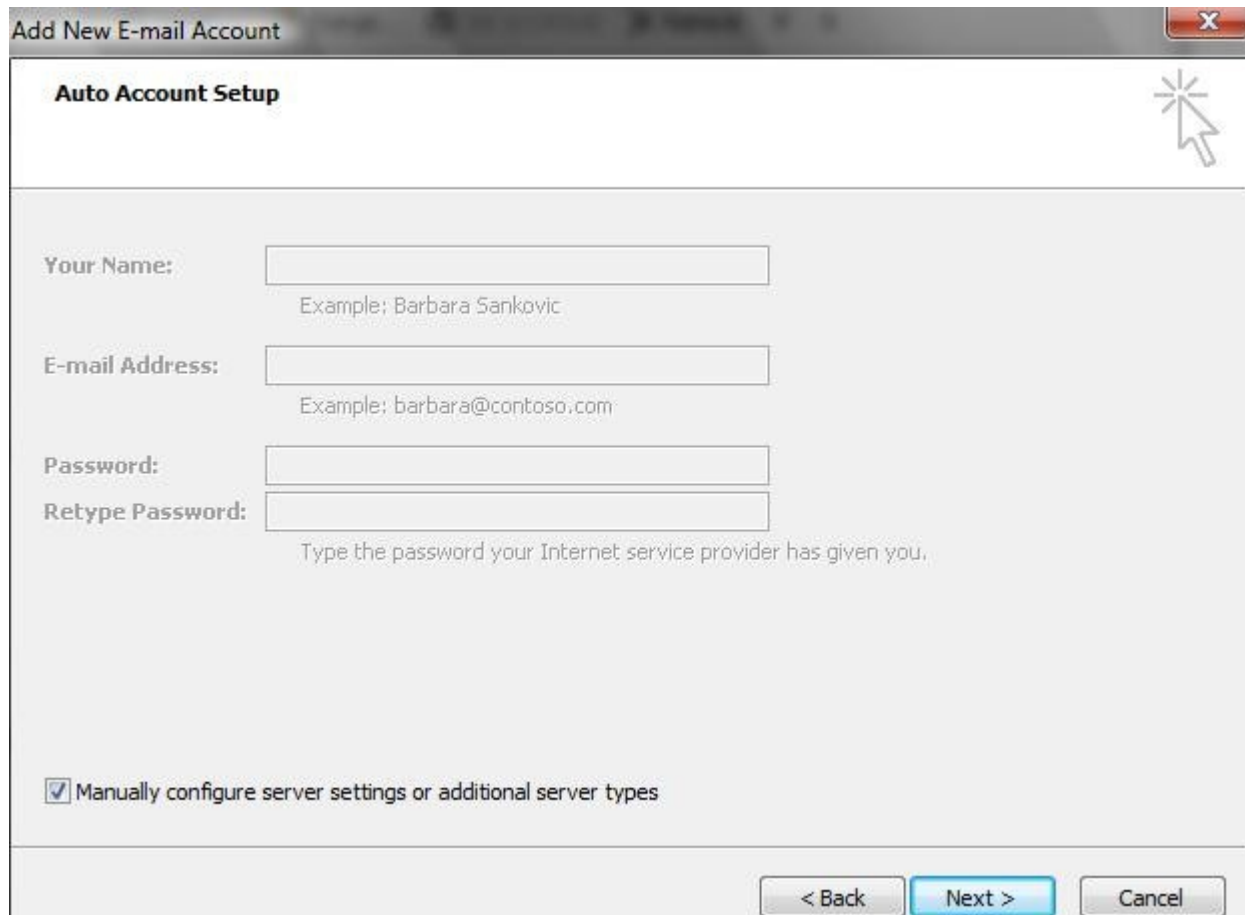
Name: user

1. Run Microsoft Outlook 2007

On the **Tools** menu, click **Accounts Settings**



2. Go to E-mail tab, then select New



Add New E-mail Account

Auto Account Setup

Your Name:
Example: Barbara Sankovic

E-mail Address:
Example: barbara@contoso.com

Password:

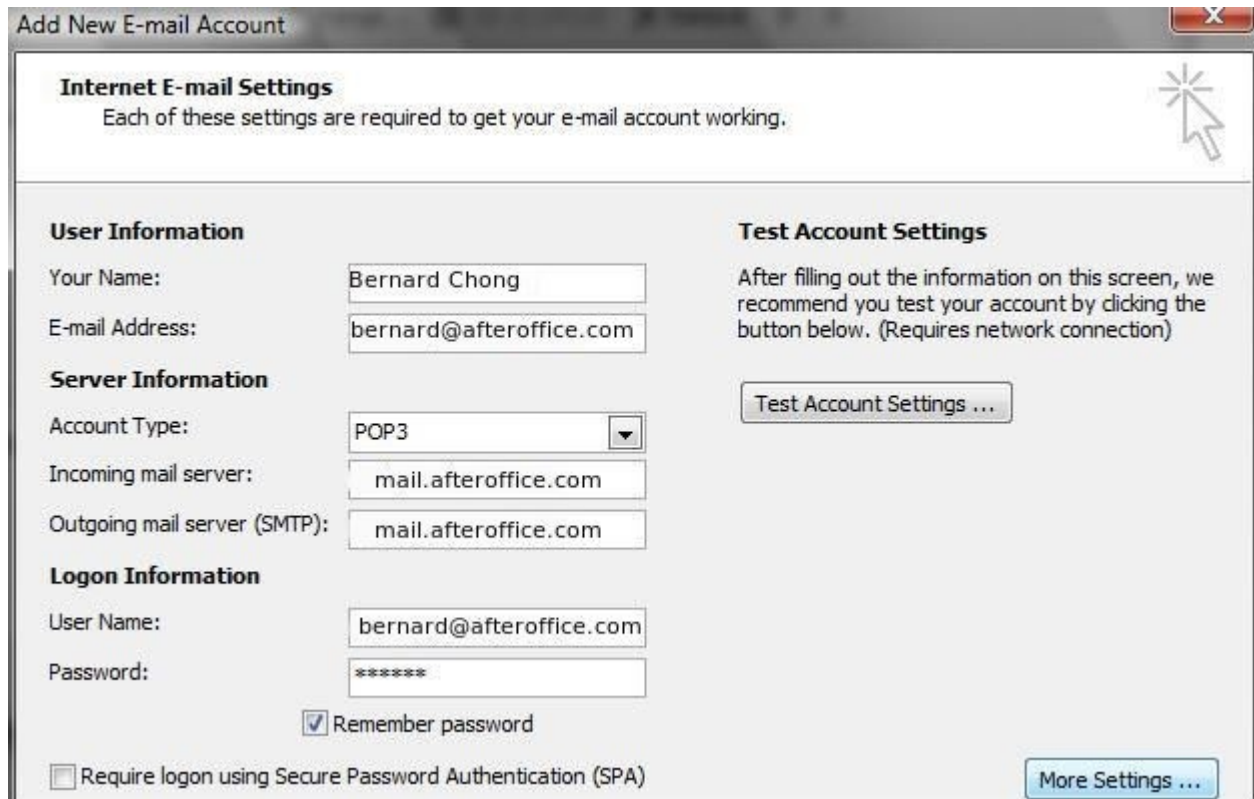
Retype Password:
Type the password your Internet service provider has given you.

Manually configure server settings or additional server types

< Back Next > Cancel

3. Check the option - Manually configure server settings or additional server types
Click Next to continue

4. Add a New Account by fill up all the required column.



Add New E-mail Account

Internet E-mail Settings
Each of these settings are required to get your e-mail account working.

User Information

Your Name: Bernard Chong

E-mail Address: bernard@afteroffice.com

Server Information

Account Type: POP3

Incoming mail server: mail.afteroffice.com

Outgoing mail server (SMTP): mail.afteroffice.com

Logon Information

User Name: bernard@afteroffice.com

Password: *****

Remember password

Require logon using Secure Password Authentication (SPA)

Test Account Settings

After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)

Test Account Settings ...

More Settings ...

User Information

- * Name - The display name you would like to have appear on all mail messages you send
- * Email address - Your full email address

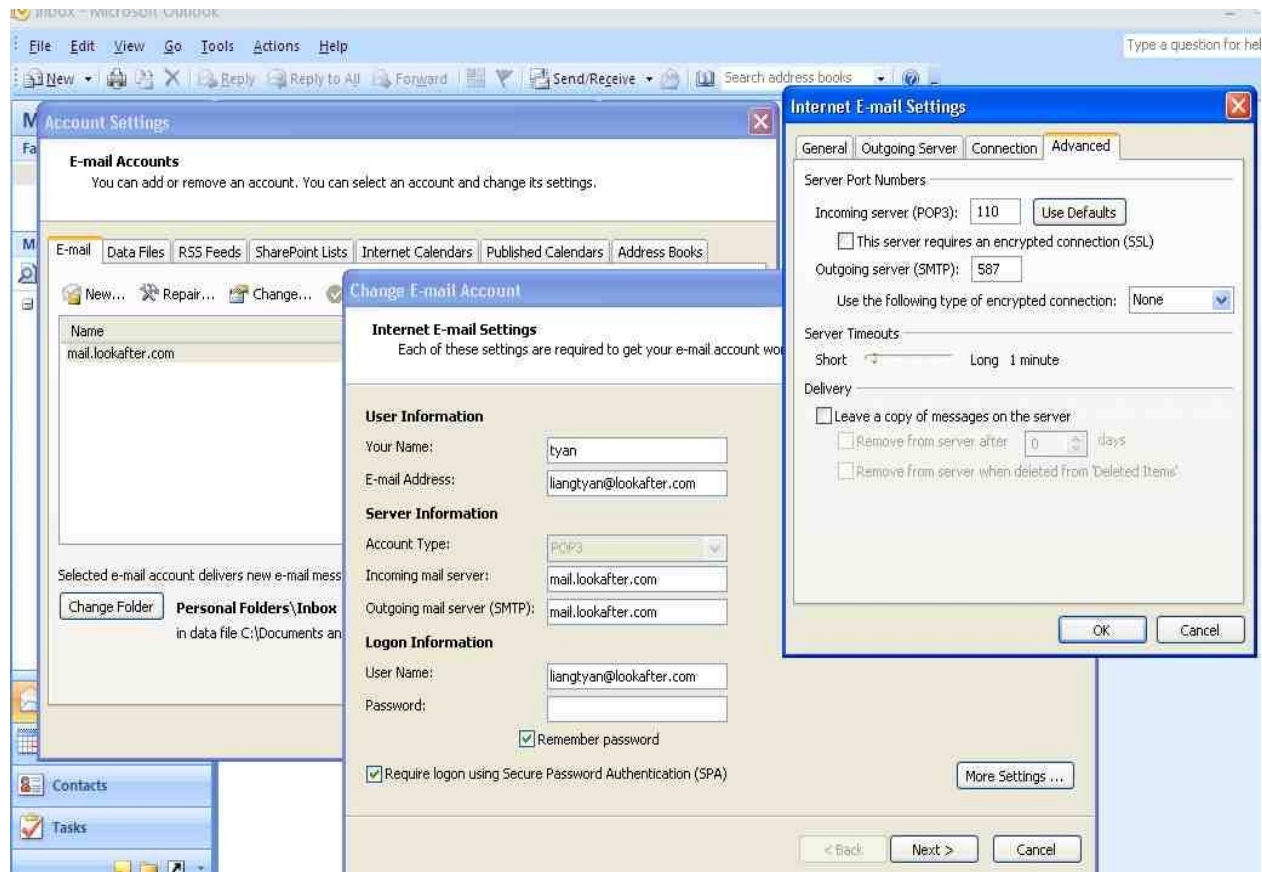
Server Information

- * Type - POP3
- * Incoming mail server - mail.yourdomain.com
- * Outgoing mail server - mail.yourdomain.com

Login Information

- * User Name - Your full email address
- * password - Your webmail login password

4. Click on “More Settings” to open up Internet Email Settings and click on “Advanced” tab.



Server Port Numbers

- * Incoming server (POP3) - 110
- * Outgoing server (SMTP) - 587

Delivery

- * Leave a copy of messages on the server – Checked this options if you want to leave a copy of email in your webmail.